# UNO Sexual Violence and Prevention Awareness Training

**1. Am I required to complete this training?**
Yes, it is expected that all individuals should complete this training annually.   Reminders will be sent through *University of Nebraska System Learning* (*Bridge)* if you have not completed training in the last 365 days.

**2. I have concerns about taking this training.   Who do I talk to?**
If you have concerns about taking this training, UNO individuals should email Scott Seeba at sseeba@unomaha.edu.  Scott would be happy to discuss and address concerns that individuals might have.

**3. I am getting emails from University of Nebraska System Learning (Bridge) about training.  They populate as "Non-NU Email".   Are they legitimate?**
Emails from University of Nebraska System Learning (Bridge) populate outside of the University email system.  It is very common for them to display as "Non-NU Email".   Rest assured that emails from this server are the official communications related to sexual violence prevention and awareness training.  Bridge is a secure platform and will require you to use your NU credentials to log in.

**4. I am a part-time or temporary employee at the University.  Do I still need to take it?**
Yes, it is expected that you will complete the training.   We strive to make campus as safe and welcoming as possible, and we can only do that when we are all informed.

**5. What course am I supposed to take?**
Your required course will automatically populate in your "Required Courses" based on your primary status at the institution.   It will be as follows:
Undergraduate Students - *U Got This!*
Graduate and Professional Students – *U Got This! 2*
Employees – *Report = Support!*

**6. How long will the training take?**
Approximate times are listed below:
Undergraduate Students - *U Got This!*   **60 minutes**
Graduate and Professional Students – *U Got This! 2*   **45 minutes**
Employees – *Report = Support!*   **30 minutes**

**7. How do I log on to complete my training?**
Accessing Bridge can be done in a variety of ways:
   a. For students and employees, select the link provided in the emails from *University of Nebraska System Learning (Bridge).*
   b. For students and employees, you may access Bridge directly at https://nebraska.bridgeapp.com

c. For employees, you may access Bridge via Employee Self Service tiles in Firefly.

**8. My TrueYou credentials aren't working. Can you reset my password?**
Title IX staff do not have access to TrueYou credentials and cannot assist with that log-in information. Please contact UNO IT Services for any questions regarding your TrueYou account or logging in.

**9. Is there a preferred online browser that I should use to complete the training?**
Ultimately you may choose whatever browser you are comfortable with, but we have found that learners who used Chrome or Firefox have experienced less technical issues compared to those using other browsers.

**10. I am enrolled (or employed) at two different University of Nebraska campuses. Do I have to do the training twice?**
While policies and procedures remain the same across the University of Nebraska system, the resources available at each campus may differ. Please contact your campus training representative (bottom of the page) regarding questions about dual enrollment of courses across the NU system.

**11. I was an undergraduate at the University, but now I have started graduate courses and I am getting emails to complete the training. Do I have to do it again?**
While the courses content is similar, courses do vary based on the role of the learner. Please contact your campus training representative (bottom of the page) regarding questions about dual enrollment of courses at the same institution.

**12. How do I verify that I completed the training?**
There are two ways to ensure that you complete the training:
a. Your course will move from "Required Courses" to "Completed".
b. A certificate of completion will be generated once your course is complete.

**13. How do I view my certificate?**
- To view your certificate, ensure you are on the "My Learning" page in Bridge.
- In the upper right corner, switch from **Grid** to **List View**.
- Find your completed trainings. There should be a "View Certificate" link where you can access and print out your certificate. (Sample below showing the link).



COMPLETED

UNCA - Report = Support! Faculty/Staff Sexual Misconduct Prevention and Response

Expires March 12, 2022 / Completed March 12, 2021 / view certificate / Your Score 100%

This course addresses sexual misconduct, including sexual assault, sexual harassment, relationship violence, and stalking, provides tools to challenge and report harmful behavior, and information on ho...

**14. Do I need to send you my certificate of completion?**
No, you do not need to send this to us. We are able to ensure completion in Bridge, and do not need to see this certificate. We **do** encourage users to print it or screenshot/save it for their own records. This may be helpful if you believe you completed it, but we do not have record of it.

**15. I didn't get an email from Bridge telling me I need to do the training.  How should I check if I need to do it?**

To view if your training is current, log into Bridge and see if your respective course populates under "Required" or "Completed".   If it populates under "Completed" you do not need to worry about it taking it right now.  If it populates under "Required" you need to complete it.   It may be that you didn't receive the email because it was mistakenly sorted to SPAM or was inaccurately filtered.

**16. I completed the training but I keep getting reminders saying that I need to complete the training.**

If you are receiving reminder emails, and the course still populates under "Required Courses", Bridge does not recognize that you completed the training.   We suggest going back into the course that is not showing as completed.   It could be that you got to the last slide but didn't stay long enough for it to register as complete.   After reviewing/listening to the last slide again, exit the training and see if that resolves the issue and populates a certificate for you.

**17. I think I did the training, but when I select the course it takes me to the beginning again.  What do I do?**

This could happen for a variety of reasons.   Some of them are included below:
   a. You lost internet midway through the training.   If this occurs, the system may not recognize that you continued working on it, and was not be able to save your progress.   If this occurs, unfortunately you will need to start the training over again.
   b. You closed one of the Bridge windows midway through the training.  **Please do not close any of the Bridge windows while doing the training.**   Doing so may cause the training to disconnect from the server that registers completion.   If this occurs, unfortunately you will need to start the training over again.
   c. You walked away from the computer and the server timed out.  If this occurs, unfortunately you will need to start the training over again.
   d. It could be a technical error with your computer or system.   If you are frequently experiencing issues as you go through the training, it is recommended that you attempt to do the training on another device or reach out to staff on your campus (below).

**18. I think I did the training, but I keep getting reminders from Bridge.**

If you continue to get reminders, that means Bridge does not see your training as completed.  Please log back in to view your training status.  Sometimes users get to the last slide but the audio is not completed.   When this occurs, Bridge may not see the training as complete.  Make sure you let the last slide finish reading before exiting.  If the issue persists, please contact your campus training lead below.

**19. I am stuck in the training and cannot advance.**

This could happen for a variety of reasons.  Some troubleshooting tips that we encourage:
- Try on a different browser.  Chrome and Firefox are encouraged.
- Try on a different device.
- When starting the training please select "Automatically play audio".  A limited number of users have encountered functionality issues with their browser when they select "Audio to play upon click".   Sometimes you will need to go back to the previous slide, select automatically play audio, then try to advance to the slide you were just on.
- If you have tried the above and still have issues, please contact your campus training lead below.

**20.  I have questions about training specific to one of the campuses.  Who do I talk to?**
Contact information for the following campuses can be found below:

**UNO**
Scott Seeba
sseeba@unomaha.edu
402.554.3985

**UNMC**
Carmen Sirizzotti
csirizzotti@unmc.edu
402.559.2710

**NCTA**
Jennifer McConville
jmcconville2@unl.edu
308.367.5259

**UNL**
Ryan Fette
rfette2@unl.edu
402.472.3417

**UNK**
Kayleigh Dawson
dawsonkn@unk.edu
308.865.8655